



ABIGAIL DIAZ

Baybay City, Leyte | 639702932085 | zbzgl415@gmail.com | | April 17, 1991

A Licensed Professional Teacher that is a resourceful and passionate individual who seeks a position in a company to achieve high career growth, continuous process of learning for achieving goal and keep myself dynamic in the changing scenario to become successful, professional and leading to best opportunity

EXPERIENCE

MAY 2018 -
MAY 2019

ESL TEACHER (RAREJOB, INC)

As an ESL teacher, I instruct my students in reading, writing, and conversing with focus on cultivating conversational and job-related communication skills. Oftentimes, my students enroll in such program to use the language in work, school, or abroad.

JUNE 2019 -
JUNE 2021

ESL TEACHER (BIZMATES PHILIPPINES, INC)

My role as a Bizmates trainer is to teach Business English to Japanese professionals using the company's methodology and guide them in their business communication concerns. We are the one's responsible in creating a training plan, choosing relevant training methods, preparing training materials and aids, conducting training sessions and evaluating post- training sessions.

AUG 2022 - NOV
2023

VIRTUAL ASSISTANT (FREELANCE)

I do administrative work for my clients like scheduling appointments, manage their emails and database.

EDUCATION

JUNE 2016 -
MAY 2021

BACHELOR IN SECONDARY EDUCATION (FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION)

Received an award as the year's Best in Practice Teaching.

JUNE 2002 -
MAY 2007

HIGH SCHOOL (BAYBAY NATIONAL HIGH SCHOOL)

SKILLS

- Computer Literate
- Has good communication skills
- Can manage time of self and in the field of work
- Willing to be trained

REFERENCE

- Allan Tagra III Virtual Staffing Solutions
allantagraiii@gmail.com
- Genevieve Marie Bactasa
Dean of College of Education
FCIC

